

**TOWN OF FUQUAY VARINA,
WAKE COUNTY,
NORTH CAROLINA**

**REQUEST FOR LETTER OF INTEREST/STATEMENT OF
QUALIFICATIONS FOR PROFESSIONAL ENGINEERING
SERVICES**

**THE TOWN OF FUQUAY VARINA DESIRES TO ENGAGE A
QUALIFIED PRIVATE ENGINEERING FIRM (PEF) TO PROVIDE
PLANNING AND ENVIRONMENTAL SERVICES AND DESIGN
SERVICES FOR NORTHWEST JUDD PARKWAY**

Project Summary: Preparation of construction plans and contract documents for Northwest Judd Parkway, a two lane divided road within a 100 foot right of way approximately 7200 feet in length following the approximate route shown on the Fuquay Varina transportation plan from the intersection of Wilbon Road with Highway 55 westerly and southerly to an intersection with Highway 42.

The primary and/or subconsultant firm(s) shall be pre-qualified by the North Carolina Department of Transportation (NCDOT) for all services to be provided.

The work will include but not be limited to NEPA documentation and other environmental investigation and permitting; roadway design; basin hydrology/hydraulic studies; erosion control plans; structure design; preparation of right of way maps; preparation of construction contract proposal and estimates. The plans for the work listed above shall be prepared in electronic format using the current NCDOT software (Corridor Modeling, Microstation/Geopak Civil Software) however, plans shall also be made available to the Town in Autodesk AutoCAD format.

The primary and/or subconsultant firm(s) shall be pre-qualified by the North Carolina Department of Transportation . Prequalification should be for the following work codes:

- 00063 Environmental Assessments
- 00201 Rural Roadway Design
- 00434 Hydraulic Design Tier II
- 00199 Route Location Surveys
- 000700 Erosion & Sediment Control Design
- 00024 Bridge Design
- 00029 Capacity Analysis (Intersections)
- 00171 Public Involvement

- 00243 Threatened and Endangered Species Surveys and Studies
- 00280 Wetland and Stream Delineation
- 00014 Archaeological Resource Surveys
- 00106 Historic Architectural Surveys
- 00036 Community Impact Assessments
- 00005 Air Quality Analysis
- 00253 Traffic Noise Analysis
- 00116 Indirect and Cumulative Impacts Assessments
- 00270 Utility Coordination
- 00247 Traffic Control Plans

The selected firm will report directly to the town. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town. The PEF shall indemnify and save harmless the town for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum for all tasks, however, environmental permitting tasks may be on a cost plus fixed fee with a maximum.

The selection of a private engineering firm to provide the services required for this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Town will short list private engineering firms to a minimum of three firms.

3. Pre-interview meeting and oral interview at the option of the Town.
4. Town will select a private engineering firm to provide the Planning, Design, and NEPA work.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work,

company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm and all subconsultants have submitted or updated this data since July 1, 2011, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your Letter of Interest (LOI). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and/or any subconsultants have not submitted or updated this data since July 1, 2011, please submit the new data to the Department ***prior*** to submittal of your Letter of Interest (LOI). An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the Technical Services Division (Contractual Services Unit). Having this data on file with the Department eliminates the need to resubmit this data with each Letter of Interest (LOI).

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

Firms submitting LOIs to perform the services required for this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with similar projects. 35%
2. The experience of the firm's proposed staff to perform the type of work required. Particular attention will be paid to the current workload, the proximity and availability of key team members to commit their time to this project. The qualifications and experience of personnel who will actually be doing the work is also a consideration. 35%
3. Firm's understanding of the project specific issues and their proposed solutions. 30%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina

staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A TOWN OF FUQUAY VARINA LETTER OF INTEREST

All letters of interest are limited to 15 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. **Letters of interest containing more than 15 pages will not be considered.**

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Tracy Stephenson, P.E., Town Engineer, 401 Old Honeycutt Road, Fuquay Varina, NC 27526 Said letter is limited to 2 pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

Section II - Evaluation Factors

This section is limited to 8 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous experience that is focused to the type of project advertised for services [performed within last three (3) years];
- The number of employees within the firm;

- A brief description of the firm's approach to performing this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

Section III - Supportive Information

This section is limited to 5 pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

Appendices -- CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing the above described services to the Town by **3:00 p.m. on March 30th, 2012**. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.

The mail/delivery address is:

Mr. Tracy Stephenson, P.E., Town Engineer
401 Old Honeycutt Road
Fuquay Varina, NC 27526

Any questions concerning the advertisement should be directed to Mr. Tracy Stephenson, P.E., Town Engineer by telephone at 919-753-1039

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Tracy Stephenson, P.E., Town Engineer.

NOTIFICATION

The short-listed firms will be notified by **April 20th, 2012**. Notification will not be sent to firms not short-listed.

In the event the town elects to hold Oral Interviews, interviews will be held April 24th, 2012.

The firm selected will be notified by **May 1st, 2012**. Notification will not be sent to firms not selected.

The town/county reserves the right to reject any and all Letters of Interest.

General Scope of Work
(Scope may include but is not limited to)

- Alignment to generally follow the Fuquay-Varina Comprehensive Transportation plan taking into account constructed and under-construction sections of existing Judd Parkway. Alternate alignments in support of NEPA process including USACE permitting will be required.
- Federal NEPA document EA/FONSI, Individual Permit with USACE is required.
- NEPA document will evaluate 4-lane divided typical section
- Up to 3 alternate alignments shall be assumed and Preliminary engineering (line, grade, footprint, and major drainage) will be done on each alternative.
- Coordinate with NCDOT/Railroad/ EA/Scoping Letter/NRTR/Data Collection/Coordination/Hydraulics Report/Traffic Projections/Capacity Analysis/FONSI/Public Involvement/Public Hearing
- Surveying to support studies and construction documentation
- Archaeology & Historic Architecture analysis/documentation/approvals
- Railroad at grade crossing design and coordination/permitting with Norfolk Southern Railroad in accordance with the Town of Fuquay-Varina's existing crossing agreement with Norfolk Southern Railroad
- Includes re-alignment and upgrade of portions of Coley Farm Road and Wilbon Road
- Surveying
- Traffic Control Plans
- Threatened and Endangered Species investigation/documentation/approval
- Erosion and Sediment Control planning/permitting
- Traffic Analysis
- Public Involvement
- Air and Noise investigation/documentation/approval/permitting
- Consider final section of N Judd Parkway NW in design (final section is 4-lane divided, with the addition of 2 lanes and curb & gutter to be development driven)